

Practice Manager, Regulatory & Finance Department, Multiple Locations

Reports to: Practice Director, Regulatory & Finance Department

JOB SUMMARY

The Firm is organized into five Practice Departments: Business Litigation, Regulatory & Finance, Specialized Litigation, Transactional, and Health Sciences. The Practice Manager for each Department will play an active role in developing, managing, and executing strategic and tactical initiatives to help advance business goals. The Practice Manager will work closely with the Practice Director, Department Chair, Practice Group Leadership and administrative departments to provide essential administrative and operational guidance and support to the Department and Practice Groups. The successful candidate will be a self-starter who is comfortable juggling multiple tasks and is looking for an opportunity to perform in a fast-moving, dynamic environment.

ESSENTIAL JOB FUNCTIONS

- Partner with peer departments (e.g., Business Development, Legal Talent, Finance & Accounting, Information Technology, Office Administrators) to coordinate initiatives and support business strategy as set out by the Department and Practice Groups;
- Under the direction of the Practice Director and in partnership with Business Development, coordinate the development and implementation of Department and Practice Groups annual business plans;
- Review and analyze monthly financial reports on utilization, inventory, alternative fee arrangements, budget, and other key performance indicators and raise trends and highlights of analysis to Practice Director to ensure optimal practice performance;
- Collaborate with attorneys, IT, and Business Intelligence teams to define, implement and maintain appropriate knowledge management systems;
- Coordinate with Professional Development to manage and monitor attorney development, CLE, and diversity initiatives including managing workloads, identifying associates for continued advancement opportunities, defining recruiting needs and providing integration support for lateral hires;
- Communicate and coordinate Practice Group staffing needs for Paralegals, Legal Practice Assistants, and other similar positions with Human Resources and Office Administrators in order for them to recruit candidates who are the best fit for the Department and the Firm;
- Plan, organize and support Department and Practice Group meetings and retreats, including coordination with all appropriate administrative departments (e.g. Finance, Business Development) preparing and communicating agendas and materials and developing and executing on action items;
- Support the Practice Director on special projects as requested

QUALIFICATIONS & REQUIREMENTS:

- Ability to exercise sound independent judgment, tact and discretion involving sensitive and confidential matters.
- Ability to work independently as well as on a team, with minimal supervision, and collaborate effectively across administrative departments and practice groups in all offices.

- Exhibits a “servant leadership” mindset with the ability to build and maintain strong relationships and gain the trust of the attorneys and administrative staff.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail, even when under pressure.
- Ability to clearly and effectively communicate, in oral and written form, with people at all levels within the Firm.
- Awareness and understanding of business and improvement processes and developing and implementing best practices.
- In-depth understanding of Microsoft Office suite is preferred, with an ability to quickly learn and utilize additional software solutions.
- Demonstrates flexibility, initiative and a positive attitude.

EDUCATION AND/OR EXPERIENCE:

- Bachelor’s degree required
- Legal or other professional services firm management experience strongly preferred.

This position description does not constitute a written or implied contract of employment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.